

## Senior Leadership Team minutes

### Monday 27 November 2017

#### Members

Paul Arnold (chair)	Deputy Chief Executive Officer
Emma Bate	General Legal Counsel
James Dipple-Johnstone	Deputy Commissioner (Operations)
Simon Entwisle	Chief Operating Officer
Steve Wood	Deputy Commissioner (Policy)

#### Attendees

Robert Parker	Head of Communications
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#### Secretariat

Peter Bloomfield	Senior Corporate Governance Manager
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### 1. Introductions and apologies

There were apologies from Elizabeth Denham who was unable to attend the meeting.

### 2. Matters arising from the previous meeting

#### Minutes

The minutes of the previous meeting were agreed as accurate and for publication. Proposals for the publication of papers from the previous meeting were also agreed.

#### Actions and decisions

The action point relating to the timetabling of a paper on information rights and children was discussed. Steve Wood advised that the paper was being drafted but needed to come to the Policy Steering Group in December before being discussed at the January SLT. It was agreed to clear the action and to add the item to the January SLT agenda.

### 3. Future staffing proposals 2018/19

#### Issue

Paul Arnold introduced a paper on future staffing proposals for discussion at SLT prior to consulting wider across the office. The proposals had been compiled from contributions across all directorates and were discussed in detail.

#### Decision

It was agreed that the proposals needed further work by SLT, in particular to validate some of the thinking behind the creation of new posts, at the meeting of 18 December. The proposals would be shared with staff after Christmas.

### 4. Finances

#### Issue

Paul Arnold presented the finance report for October.

- In respect of equipping King's Court the DCMS had provided clearance to go ahead with the expenditure.
- Fee income remained above predictions.

#### Actions

Paul Arnold to confirm with Finance the position in respect of funding for NIS work and to report back to SLT members by 4 December.

### 5. Data Protection Practitioners Conference 2018

#### Issue

Robert Parker introduced an update on the Data Protection Practitioner Conference (DPPC) taking place in April next year.

#### Decision

It was agreed that the DPPC would be a standing item at SLTs to allow for progress reports and the highlighting emerging risks or opportunities.

#### Actions

SLT members to provide examples of presentations on GDPR to Robert Parker by 4 December.

### 6. Steering Group updates

#### Issue

The minutes of recent Steering Group meetings were noted.

## 7. Any other business

It was agreed that Policy Steering Group and SLT would have close oversight of the production of guidance to support GDPR readiness. A guidance schedule was being developed as part of the ICO's communications plan. This would be shared with SLT and Steve Wood was to provide SLT informal with a weekly report on GDPR guidance development. A standing item would also be added to the formal SLT agenda.